



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

**CONTACT REPORT**  
Federal-Aid Contracts

Project Name and Number \_\_\_\_\_

Specific Work or Materials (by pay Item): \_\_\_\_\_

**DBE Firm Contacted:**

\_\_\_\_\_  
Name Address ( ) Phone Number

**A. INITIAL CONTACT:** (See important contact information on instruction sheet)

1. Date \_\_\_\_\_ Method: [ ] Phone [ ] Mail [ ] FAX [ ] Other  
2. Person \_\_\_\_\_

Contacted

Name

Title

3. DBE's Response: Date: \_\_\_\_\_ Method: [ ] Phone [ ] Mail [ ] FAX [ ] Other  
[ ] Submitted an acceptable sub-bid. (If sub-bid accepted, *skip to Section D*)  
[ ] Not interested: Indicate Reason(s) \_\_\_\_\_  
[ ] Needs more information: Date Prime provided requested information \_\_\_\_\_  
[ ] Will provide quote by: Date \_\_\_\_\_  
[ ] Received unacceptable sub-bid (*complete Section C*)

**B. FOLLOW-UP CONTACT**

1. Date \_\_\_\_\_ Method: [ ] Phone [ ] Mail [ ] FAX [ ] Other  
2. Person \_\_\_\_\_

Contacted

Name

Title

3. DBE's Response: Date: \_\_\_\_\_ Method: [ ] Phone [ ] Mail [ ] FAX [ ] Other  
[ ] Submitted an acceptable sub-bid. (If sub-bid accepted, *skip to Section D*)  
[ ] Received unacceptable sub-bid (*complete Section C*)  
[ ] Other result: \_\_\_\_\_

**C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID:**

1. Were the following required efforts made?

- a. [ ] Yes [ ] No Identified specific items of work, products, materials, etc. when asking for quote(s).  
b. [ ] Yes [ ] No Offered assistance in acquiring necessary bonding & insurance.  
c. [ ] Yes [ ] No Provided all appropriate information concerning the specific work items or materials.

2. Was the DBE's quote non-competitive (i.e., more than 10% higher than the accepted quote)? [ ] Yes [ ] No

3. Was the DBE unable to perform in some capacity? [ ] Yes [ ] No If "Yes", explain: \_\_\_\_\_

**D. CERTIFICATION:** I certify that the information provided above is accurate and that efforts to solicit sub-bids were made in good faith.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of DOT&PF Reviewer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## INSTRUCTIONS

**Project Name and Number:** Enter project name and number as they appear on bid documents.

**Work or Materials:** Identify the specific work item or material that you requested this firm to furnish.

**Firm Contacted:** Enter name of firm as it appears in the current DOT&PF DBE directory.

**Address:** Enter address of firm contacted. **Phone Number:** Enter phone number of firm contacted.

**A. INITIAL CONTACT** (Must be made at least seven calendar days prior to bid opening.)

1. **Date and Method of Initial Contact:** Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a "please call me" message does not constitute a contact. Attach a copy of dated letter or fax.
2. **Name and Title of Person Contacted.** Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. **DBE's Response:** Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to section D.

**B. FOLLOW-UP CONTACT**

If no response or an inconclusive response was received from the initial contact, a follow-up contact is required to determine for a certainty that the firm does not intend to submit a sub-bid or to conclude discussions with a sub-bid submittal.

1. **Date and Method of Follow-up Contact:** Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a "please call me" message does not constitute a contact. Attach a copy of dated letter or fax.
2. **Name and Title of Person Contacted.** Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. **DBE's Response:** Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to section D.

**C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID**

1. A NO response to items 1a., b., or c. will result in rejection of this contact. Be specific on results of discussions.
2. A YES answer to item 2. is grounds for rejecting a DBE sub-bid.
3. A YES answer to item 3. is grounds for rejecting a DBE sub-bid, only if the inability to perform is in an area of work specifically identified as a sub-item under the applicable bid item.

**D. CERTIFICATION**

This certification of accuracy and good faith by the Contractor will be verified by contact with the listed firm. Falsification of information on the DBE Contact Report is grounds for debarment action under AS 36.30.640(4).